

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 429

Alexandria, VA

1 July 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 July 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 47-00; 10-01(E); 12-01(E); 17-01(E), 20-01(E); and 22-01(E) through 25-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 428 cover page.

BRIEF OF REVISION

These are the major changes made by Change 429:

C1055; C4565; T4040-A1b; T4040-B1. Makes clear that unless a reduced per diem rate is authorized on the orders an employee is entitled to reimbursement for the cost of commercial lodgings used in lieu of available Government quarters not to exceed the locality per diem lodging rate.

C3150-B; C4706; C4707; C4708; C4709; C4712; C7001-D; C7002-E; C7003; Appendix O. Realigns miscellaneous reimbursable expenses by separating those reimbursable expenses for all travelers and those only for TDY or PCS. It also moves the reimbursable expenses for dependents into the same paragraph for easier reference.

C4002-B. Provides that transportation agreements for locally hired employees are not an entitlement but are specifically intended to be a recruitment incentive for employees with an actual residence in the U.S. outside the geographical locality of the PDS to accept Federal employment in a foreign or nonforeign OCONUS area.

C4550; C4552; C4560; C4561. Delegates authority for authorizing reduced per diem rates at a higher level. Assures that employees are adequately reimbursed for TDY costs. Also Indicates that the 12-hour rule, that prohibits per diem payments when the official travel period is 12 or fewer hours applies to all permanent duty travel not only PCS.

C4709-A9; T4040-E9. Allows members/employees to be reimbursed a fee for expedited delivery of their Government travel charge card if it is approved/authorized by the authorizing/order-issuing official.

C6602. Adds a web page reference that provides the user with an additional source for medical flight information.

C8215, item 2e. Deletes the prohibition on shipping HHG at Government expense from overseas to another overseas location rather than to the place of residence upon separation.

C15050; C15052. Clarifies the property management (PM) services language.

T4040-A; T4040-E; T4060-B9. Indicates that even though an employee may not be required to use Government quarters and reimbursement may not be limited to cost of available Government quarters if other quarters are used, the employee must check for availability of Government quarters when assigned TDY to a U.S. installation so that a reduced per diem rate may be authorized.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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414	C14-1	373	C-11	416	O-15				
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employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

c. Employment in Another Department/Agency Without a Break in Service After Separation. When an employee under an agreement:

- (1) returns to the place of actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) after arrival at the destination is employed by another department/agency without a break in service,

the losing OCONUS activity must pay for the allowable travel and transportation costs related to separation travel not in excess of that to the place of actual residence. For the conditions and limitations regarding payment by the gaining department/agency when additional travel and transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 id. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

C. Overseas Schoolteachers. Cost obligation conditions in subpar. B apply for a schoolteacher in the DoDEA who is subject to 20 U.S.C. §901-907. However, unless specifically provided in Service regulations, the schoolteacher is in a non-pay status while traveling:

1. from the place of actual residence to the OCONUS PDS as a new appointee,
2. incident to transfer from one PDS to another outside a school year, or
3. incident to a renewal agreement.

D. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS)*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

NOTE: See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,

2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and
6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.
2. Travel Requirements
 - a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:
 - (1) a foreign country, or
 - (2) a territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per par. C1055-C. ***Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. A reduced per diem rate under par. C4550-C may be prescribed based on the Government quarters cost but must be authorized by the proper authority before the travel begins.***

*B. Quarters Not Available. Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines Government quarters use would adversely affect mission performance, except for:
 - a. employees attending service schools at an installation; or
 - *b. employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) who determine their own quarters availability;
- *3. during en route travel periods; or

4. for TDY/delay of less than 24 hours at one location;
5. if an employee's normal duties ordinarily require travel for more than 50% of the total number of basic administrative work weeks during the current fiscal year. "Normal duties" as used here do not include attendance at:
 - a. training courses;
 - b. conferences;
 - c. meetings;
 - d. seminars; and/or
 - e. similar functions.

C. Travel Order/Voucher

*1. Documentation. A travel order/voucher must document non-availability by:

- a. confirmation number (if provided by the Service's registration process); or,
- b. the date the employee attempted to make reservations, and the phone number and name of the billeting office point of contact; or
- c. employee certification that Government quarters were not available on arrival.

*2. Authorization/Approval. Unless a reduced per diem rate is authorized on the orders as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used in lieu of available Government quarters not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. the 2-year period is extended for an additional period of time up to 1 year when the 2-year time limitation for completion of residence transactions is extended under par. C14000-B. When such an extension is approved by a DoD component, relocation entitlements and allowances must be calculated by using the prescribed

entitlements and allowances in effect on the employee's transfer effective date and not entitlements and allowances in effect when the time limitation extension is approved.

C1058 PRUDENCE IN TRAVEL

A. Obligation to Exercise Prudence

1. An employee must exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense.
2. An employee must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the employee's financial responsibility.

B. Starting and Ending Travel

1. General

- a. The travel order establishes when travel status starts and ends.
- b. Ordinarily, an employee on official travel is not required to travel during unreasonable hours at night.
- c. When night travel is required, the only acceptable sleeping accommodations are:
 - (1) ship staterooms, and
 - (2) train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses do not constitute acceptable sleeping accommodations.

- d. An employee should not be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 i.d. 448 (1982)).

2. Travel During Normal Hours of Rest

- a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:
 - (1) to start at, near, or after the end of the employee's regularly scheduled duty hours;
 - (2) during normal hours of rest and the transportation mode does not provide adequate sleeping accommodations.
- b. Rest stops should:
 - (1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,
 - (2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and

PART D: TRAVEL ORDER PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: *DD Form 1610 must not be used for invitational travel OR contractors' travel.*

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: *See par. C3101 for specific information required on all travel orders.*

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (dd/mm/yyyy)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*)" \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16, Remarks--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. " If it is not practicable to include in the Remarks section, this statement must be incorporated elsewhere in the travel order or issued as a "notice to traveler" and attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

(a) If excess baggage is authorized, include the statement " _____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).

(b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.

(c) When first-class accommodations are authorized, include a statement: "The use of first-class air transportation is directed. First-class authorized by (insert appropriate title) in (cite reference and date)." See Chapter 2, Part E.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).

(f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>).

*(g) If a registration fee is authorized (see par. C4709-B3i), include a statement indicating whether (and if so, the number/dates) meals and/or lodgings is included in the registration fee (see par. C4955-E1);

(h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).

(i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents; and

(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

C4353	Computations
	A. General
	B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
	C. Commercial Carrier Transportation Costs
	D. Travel Time Compensation
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	F. Extent of Employee Financial Responsibility to the Government
	G. Return Travel Costs: Government's Obligation
	H. Return Travel Costs: Employee's Obligation

PART I: ELIGIBILITY

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C4425	Itinerary Variation
	A. Variation Authorized in the Travel Order
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C4430	TDY Time Limitation (Except TDY for Training)
	A. General
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	E. Temporary Change of Station (TCS) Instead of an Extended TDY
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C4435	TDY Prior to Reporting to First PDS

C4440	Ordered to TDY While on Leave
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C4450	OCONUS TDY Travel Impact on Balance of Payments
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PART K: TRAINING COURSE ATTENDANCE

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PART A: PERMANENT DUTY TRAVEL

C4000 SCOPE

A. General. This Chapter covers all permanent duty travel. Permanent duty travel includes:

1. new appointee travel from the actual residence to the first PDS to begin work;
2. PCS travel upon transfer in the Government's interest from one PDS to another without a break in employment continuity with departments and agencies of the Federal Government;
3. renewal agreement travel between consecutive tours of duty without a break in service from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return is to the same or another OCONUS PDS);
4. separation travel from an OCONUS PDS to the actual residence for separation from Federal service or OCONUS employment upon satisfactorily completing the service period requirement prescribed in an agreement;
5. travel of a former employee (separated by reason of reduction in force or transfer of function) re-employed within 1 year of separation under a nontemporary appointment at a PDS other than the one where separated;
6. travel of individuals who qualify for "last move home" benefits upon separation from Government service as provided in Part P;
7. travel of career Senior Executive Service appointees (including prior SES appointees who have elected to retain SES retirement benefits) upon retirement and return to the places the individuals have elected to reside;
8. travel of employees who, without a break in service of more than 3 days, transfer from a DoD non-appropriated fund instrumentality to an appropriated fund position; and
9. travel of U.S. Postal Service employees transferred under 39 U.S.C. §1006 from the Postal Service to a DoD component (These employees may be authorized PCS allowances.) (FTR § 302-1.2(a)(2) & 5 U.S.C. §5734) See par. C4101 for DoD employees transferring to the U.S. Postal Service.

B. Two or More Family Members Employed

1. Travel Benefits Alternatives. When two or more employees who are members of the same immediate family are transferred in the Government's interest, they may elect to receive the travel benefits authorized under this Chapter either:
 - a. each as an employee separately, in which instance each employee is eligible for benefits as an employee but not as a member of the immediate family; or,
 - b. only one as an employee, in which case that employee is eligible for benefits on behalf of the others as members of the immediate family.
2. Non-Employee Members of Immediate Family. When employees elect benefits under par. C4000-B1, item a, duplicate benefits shall not be paid on behalf of non-employee members of the immediate family.
3. Payment Limitation. When employee members of the same immediate family elect separate allowances under par. C4000-B1, item a, the employing DoD component or components shall not make duplicate payment for the same expenses.

4. Procedures. An election under C4000-B1 shall be in writing and signed by all the affected employees. When they elect separate benefits under C4000-B1, item a, the election also must specify which employee shall be paid benefits for non-employee family members. A copy of this election must be filed with each employing component.

C. Employee Married to Military Member. An employee is entitled to PCS benefits when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place, provided the couple may not each receive payments of a PCS travel benefit for the same purpose (54 Comp. Gen. 892 (1975)). The duplicate payments contemplated herein are discussed in pars. C9003-A, item d and C13120.

C4001 AGREEMENTS FOR TRANSPORTATION ENTITLEMENT

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel benefits in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel benefits. The completion of the period of service specified in the agreement establishes eligibility for travel benefits and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for travel benefits of an employee, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel benefits of an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any entitlement to HHG transportation. All or a portion of these benefits may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C4002 WITH WHOM INITIAL AGREEMENTS ARE NEGOTIATED

*A. General. Transportation agreements must be negotiated with the following:

1. a new appointee (including a student trainee when assigned on completion of college work) to a first PDS;
2. an employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;
3. a new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
4. an employee transferred to and within the CONUS;
5. an employee transferred to an OCONUS PDS; and
6. an employee recruited OCONUS for assignment to an OCONUS PDS.

*B. OCONUS Local Hires

1. General

- a. Transportation Agreement Purpose for Locally Hired Employees. A transportation agreement for a locally hired employee is not an entitlement. It is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in the U.S., outside the geographical locality of the PDS, to accept Federal employment in a foreign or nonforeign OCONUS area. ***Individuals shall not automatically be granted agreements simply because they meet eligibility requirements.***
- b. Negotiating a Transportation Agreement With A Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.
- c. Eligibility Determination. Eligibility for travel and transportation benefits for dependents and/or HHG from the employee's actual residence to the OCONUS PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel benefits. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.
- d. Transportation Entitlement. An OCONUS local hire granted a transportation agreement is authorized the same travel and transportation benefits as an employee transferred or appointed from CONUS. Pars. C7002-B3 and C8004 prescribe the conditions for travel and transportation benefits for dependents and HHG from the employee's actual residence to the OCONUS PDS.

2. Conditions

- a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1) or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).
- (1) A member of the U.S. Armed Forces separated/retired locally (within the country where the civilian position is located to which the individual is appointed) while serving OCONUS, provided that the former military member is appointed to a vacant appropriated-fund civilian position before expiration of that individual's entitlement to return transportation to the U.S. accruing from the prior military service.
- (2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, nonappropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the OCONUS command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:
- (a) recruited in the U.S. under employment conditions that provided for return travel benefits,
- (b) committed to a specific vacant position before separation from prior employment, and
- (c) is appointed not later than 1 month after termination of such employment.
- (3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the OCONUS area and, at the time of hiring, had entitlement to return transportation as a dependent of a member of the U.S. Armed Forces or a civilian employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

- (a) the spouse dies,
- (b) the sponsoring spouse becomes physically or mentally incapable of continued employment with the Government,
- (c) divorce or legal separation, (A legal separation is deemed to exist at such time as either the employee or the spouse has initiated legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) the spouse departs permanently from the post or area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

- (1) the commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from the U.S. or from a different OCONUS geographical locality to fill the position involved unless an agreement is offered to a locally hired candidate; ***NOTE: A locally-hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***
- (2) at the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in the U.S. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when the satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C4164.

PART L: PER DIEM ALLOWANCES

*C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA authorized under Part M applies, and for all periods of PDT.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the authorizing/order-issuing official should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and approved in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance):
 - a. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, for long-term training and TDY assignments, up to the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved; or
 - b. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

2. Designated Offices

- a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
- b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;
- c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;
- d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. A-1.

NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in items 1 through 4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant Secretary of the Army (M&RA), Attn: SAMR-CPP-SM, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;
3. Air Force: HQ USAF/DPCS, Washington, DC 20330-5060;
4. OSD/WHS/Defense Agencies: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://www.dtic.mil/perdiem/pdrform.html>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. ***Effective 1 January 2000 the Standard CONUS per diem rate is:***

LODGING	M&IE	TOTAL
\$55	\$30	\$85

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

***C4552 GENERAL RULES REGARDING PER DIEM**

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1060. Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places Outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the authorizing/order-issuing official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance shall not be allowed when the official travel period is 12 or fewer hours.* This rule also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)). For AEA information, see Part M.

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. par. C4430 concerning authorization for long-term TDY assignments; and
3. pars. C4500 and C4561-C if the TDY assignment is for training.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status While in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or

10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in subpars. B through F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/pdrform.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$2 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <http://www.dtic.mil/perdiem/opdrform.html> (in this case, payment of the incidental expense rate must be stated in the travel order); or
3. the incidental amount prescribed in <http://www.dtic.mil/perdiem/opdrform.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>. (See par. C4554-D for per diem when TDY performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or the locality concerned. The order-issuing official can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://www.dtic.mil/perdiem/opdrform.html>. In this case, payment of the <http://www.dtic.mil/perdiem/opdrform.html> incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY VESSEL

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

1. General. A traveler is paid \$2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the \$2 or \$4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.
2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in subpar. 1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Vessel

1. General. Except as noted in pars. C4558-C2 and C4558-C3 below, for travel aboard a commercial vessel, the per diem rate is \$6. When a traveler's subsistence expenses exceed \$6, a per diem rate equal to the expenses, up to \$9 per day, may be authorized/approved by the authorizing/order-issuing official.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See the per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

- a. \$2 when the cost of passage includes meals, or
- b. \$30 when the cost of passage does not include meals.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

***C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS.**

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1a and

C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

***C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS**

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in par. C4561-B and long-term training, research, and study programs to which the rates in par. C4561-C apply. See par. C4550 for procedures to request changes to the rates in par. C4561-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in subpar. D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with par. C4520. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4561-D1a and C4651-D1d are payable in fixed amounts.

D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-Term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

- a. 55 percent of the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:
- b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);
- c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
- d. if meals and lodgings are furnished without cost to an employee, per diem payable is \$2 within CONUS, \$3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in

<http://www.dtic.mil/perdiem/opdrform.html> if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

NOTE: Taxes on lodging in the United States and non-foreign areas (see Appendix A), limited to taxes on the maximum amount prescribed for lodging in <http://www.dtic.mil/perdiem/pdrates.html> for the location concerned, are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.

2. Exceptions to the Prescribed Training Program and Long-Term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-D1a is not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-D2a and C4561-D2b, below.

a. Reduced Training and TDY Per Diem Allowance. If an authorizing/order-issuing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an authorizing/order-issuing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Reimbursement for Cost of Retained Lodging When an Employee on a Long-Term TDY/training Assignment Takes Leave. It may be necessary and/or cost effective for an employee on a long-term TDY/training assignment to retain lodgings while on leave. Reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***, may be approved by the authorizing/order-issuing official. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

a. An employee is on a long-term TDY assignment and is paid per diem at the rate of \$47 (55% of \$85, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$85 rate includes \$30 for M&IE and \$55 for lodging).

b. The \$47 per diem paid the employee is, for the purpose of this example, to consist of \$16.50 (55 % of \$30, the applicable M&IE rate) for meals and incidental expenses and \$30.50 (\$47 minus \$16.50) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is entitled to per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for an apartment, including utilities.

d. The 20 days per diem paid the employee during June includes \$610 (\$30.50 x 20 days) for the apartment cost. The remaining apartment cost for June is \$190 (\$800 - \$610).

e. Reimbursement for the remaining apartment cost (\$190) for June may be approved by the authorizing/order-issuing official since it does not exceed the per diem \$470 (\$47 x 10 days) the employee would have been paid had leave not been taken.

Example 2

- a. An employee on a long-term training assignment is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the assignment location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee is, for the purpose of this example, to consist of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the training assignment requested reimbursement for the cost of lodgings retained during that period. The employee was entitled to only 15 days per diem for January (31 days in January less 16 days leave). He is paying \$2,100 per month for an apartment, including utilities.
- d. The 15 days per diem paid the employee during January includes \$985.50 (\$65.70 x 15) for the apartment cost during that month. The remaining apartment cost for January was \$1,114.50 (\$2100 - \$985.50).
- e. Reimbursement for the remaining apartment cost (\$1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem \$2,821 (\$91 x 16 days) the employee would have been paid had leave not been taken.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in this paragraph, C4562-B or C4562-C while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-B or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Payment from a Non-Federal Source for Travel Expenses. To the extent the Government has received payment and except as provided in par. C4906, acceptance of payment for, and reimbursement by the DoD component to, an employee (and/or the employee's accompanying spouse when applicable) under par. C4900 is not subject to the maximum per diem rates prescribed in par. C4553 or C4600 for reimbursable travel expenses.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or AEA in accordance with par. C4553 and par. C4600.

H. Cancellation of TDY Orders After Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the travel orders authorizing the TDY are canceled, the employee is entitled to travel and transportation allowances for travel performed, provided the orders are canceled on or after the date travel was required to begin. In such case, the allowances payable shall not exceed the constructive allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

C4565 PER DIEM COMPUTATION EXAMPLES

Following are examples of computing per diem for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

NOTE 2: *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

EXAMPLE 1 (TDY Travel)

NOTE: *See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.*

An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

1 st Day (day of departure)	75% times \$30 (M&IE rate) plus \$40 (lodging) =	\$62.50
2nd through 6th Days	\$30 (M&IE rate) plus \$40 (lodging) x 5 days =	350.00
7th & 8th Days	\$30 (M&IE rate) plus \$4 (lodging) x 2 days =	68.00
9th Day	\$30 (M&IE rate) plus \$0 (lodging) =	30.00
10 th Day (day of return)	75% of \$30 (preceding calendar day M&IE rate) =	<u>22.50</u>
Amount due employee		\$533.00

Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$85, which consists of a \$30 M&IE rate and a maximum lodging amount of \$55. For the first day (day of departure), the applicable per diem rate is 75% of the M&IE rate (\$30) (\$22.50) plus the lodging cost (\$40) for that day, the resultant amount being \$62.50. For days 2 through 6, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$350. For days 7 and 8, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$68. For the 9th day, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$0), the resultant amount being \$30. For the 10th day (day of return), the applicable per diem rate is 75% (\$30) of the preceding calendar day's M&IE rate (\$30), the resultant amount being \$22.50. The per diem entitlement began with the day of departure, and continued through the day of return to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.

***EXAMPLE 2**
(TDY Travel)

DEP	Residence	1st Day
ARR	Goteborg, Sweden	2nd Day
TDY	3rd through 7th day	
DEP	Goteborg, Sweden	8th Day
ARR	Residence	8th Day

Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> for Goteborg, Sweden at the time the employee traveled was \$256 maximum, lodging amount \$143, local meals rate \$90, PMR \$49, and incidentals rate \$23). The employee's per diem entitlement is computed as follows:

1st Day	(travel day with no lodging expense)	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$84.75
2nd Day	(day of arrival)	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	\$117.00
3rd through 7th Day	(TDY at Goteborg) \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	\$135.00
8th Day	(travel day with no lodging expense)	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

PART O: REIMBURSABLE TRAVEL EXPENSES

C4700 GENERAL

Reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items described in this Part. Each item claimed should be identified on the reimbursement voucher. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the approving official is authority for payment.

C4703 GOVERNMENT CONVEYANCE

A. General. Except as indicated in par. C4703-B, expenses of operation of a Government conveyance, such as cost of gasoline, oil, any necessary parking fees, repairs, nonpersonal services, guards, and storage are reimbursable when such expenses are necessary and Government facilities are not available.

B. Use of Aero Club Aircraft. When the use of such aircraft is authorized for official duty travel, reimbursement shall be the lesser of actual necessary expenses or the cost to the Government for commercial transportation. When a group of two or more travelers are authorized to accomplish official duty travel in Aero Club aircraft, reimbursement to the traveler, who is responsible for the aircraft, shall be the lesser of actual necessary expenses or the aggregate equivalent commercial transportation costs to the Government for the group. Other members of the group shall receive no payments for the transportation in the Aero Club aircraft. Necessary expenses incurred include the hourly fee imposed by the Aero Club, fuel charges if not reimbursable by the Aero Club, landing and tie down fees (to include hangaring of aircraft in severe weather conditions) charged at en route and destination airports. Per diem is payable to all individuals using this mode of transportation for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used. For authorization of travel by this mode, see par. C2053.

C4704 COMMERCIAL PASSENGER TRANSPORTATION

A. When Cost of Commercial Transportation Is \$100 or Less

1. General. When the cost of commercial passenger transportation is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash for such transportation or be issued a transportation request in accordance with the provisions contained in pars. C4704-A2 and C4704-A3. Cash payment is made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. In purchasing commercial transportation the traveler is required to observe the provisions of Chapter 2 governing the use of less than first-class accommodations. When such accommodations are not available or will not fulfill the requirements of the mission, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is allowed for the cash purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The claim voucher shall show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government the right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are not Available. When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized transportation of

dependents. Purchase of accommodations are subject to the same conditions as those specified in subpar. A except that receipts are required. In the event that sleeping-car, parlor-car, or stateroom fares are paid for in cash, coupons or checks therefor shall accompany the travel voucher unless it is stated in the voucher that coupons or checks are not given by the company or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on an airplane. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual cost of transportation, including cost of separate compartment for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or cost of staterooms for night water travel when extra charge is made therefor.

C. When GTRs Are Available But Not Used and Transportation Costs Exceed \$100. When GTRs are available but due to conditions beyond the control of the traveler they were not utilized, reimbursement of the actual cost of authorized travel and accommodations is authorized. In all other cases, when GTRs are available but not used and the cost of commercial transportation purchased by the traveler exceeds \$100, reimbursement shall be allowed not to exceed the cost to the Government for authorized transportation and accommodations had a GTR been used.

D. Streetcar and Bus Transportation. Reimbursement is allowed when claimed for expenses for transportation by bus or streetcar under the conditions in Chapter 2, Part C. Reimbursement authorized in this paragraph includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station. A statement of the necessity for daily travel involving bus or streetcar shall accompany the travel voucher.

C4705 BAGGAGE EXPENSES

A. Excess Baggage. Excess baggage transportation must be authorized or approved as being officially necessary.

NOTE: Excess baggage includes either or both an excessive number of pieces or excessive weight.

B. Transfer of Baggage. Necessary charges for the transfer of baggage are allowed, not to exceed the customary local rates. Necessity for the transfer of hand baggage must be explained.

C. Storage of Baggage. Charges for storage of baggage are allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

D. Checking Baggage. Charges for the checking of baggage are allowed, not to exceed the customary local rates.

E. Redcap and Skycap Charges. Except when authorized under par. C6552, item 4, for an employee with a disability, redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler is allowed for separate reimbursement. When dependents are not authorized per diem while traveling at Government expense, redcap and skycap charges may be allowed for handling their personal baggage when travel is unaccompanied by the sponsor. When dependents are traveling with the sponsor under such circumstances, redcap and skycap charges may be allowed for handling that portion of dependents' personal baggage which cannot be handled by the sponsor.

F. Charges For Handling Baggage/Government Property at Hotels/Motels. Except when authorized under par. C6552, item 4, for an employee with a disability, fees and tips for handling personal baggage at hotel and motels are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense.

***C4706 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing

official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C4709-B3g.

***C4707 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES**

A. General. Any employee, officially required to obtain a change of status or renew passports or visas (for the employee and/or dependents), is reimbursed the expenses incurred for obtaining a change of status and the expense for issuance or renewal of passports or visas. Actual travel need not occur. Such expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers in processing applications for passports, visas, or changes in status. This authority for reimbursement includes an employee,

1. hired locally or transported to the OCONUS area at Government expense,
2. who is a United States citizen serving under a transportation or renewal agreement, and
3. is required to renew passports (employees and/or dependents) as a result of continued employment in an overseas area.

It also includes employees described in par. C4707-B. The appropriate voucher as required by DoDFMR, Volume 9, Travel Policy and Procedures, with supporting authority, must be submitted in accordance with finance policy and procedures. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

B. Passport and Visa for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the responsible commanding officer to maintain current passports or visas in preparation for such travel, may be reimbursed the fees paid for such documents. Actual travel is not required.

***C4708 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES**

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a Federal employee assigned to TDY can apply for an exemption certificate upon first coming into the state.

B. Reimbursement for Charges Paid by an Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which assigned to TDY, charges paid by an employee for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. The use of a POC is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2151.
2. The employee's PDS is outside the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. The reimbursement claim is supported by a receipt or documentation evidencing payment by the employee of charges imposed by the state in which the TDY was performed.

***C4709 MISCELLANEOUS EXPENSES**

A. General. Reimbursement is allowed for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. taxes on lodging in United States and non-foreign OCONUS areas, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

NOTE: Taxes for lodging in foreign areas are part of per diem/AEA and are not separately reimbursable.

6. fees for:
 - a. currency conversion; **NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains; resulting from currency conversions (63 Comp. Gen. 554 (1984));**
 - b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does **not** include cashing **salary** checks/drafts); and
 - c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));
7. CTO service and processing fees;
8. transportation-related tips for taxis, limousines, and courtesy transportation;
9. transportation costs to and from the transportation terminal (see Chapter 2, Part C); and
10. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. **TDY Travelers.** In addition to those expenses listed in par. C4709-A, reimbursable expenses for TDY travelers include:

1. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see par. C4657-B);
2. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
3. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment, needed for reports/correspondence preparation;
 - b. clerical assistance;

- c. services of guides, interpreters, packers, or vehicle drivers;
- d. storage of property used on official business;
- e. room rental (used for official business) at a hotel/other place;
- f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
- g. official local and long distance phone calls (see par. C4706);
- h. excess baggage transportation costs;
- i. conference registration fees;
- j. dual lodging costs (see par. C4555-F);
- k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C4712*);

*l. expedited charge card delivery (*effective 1 May 2001*);

- 4. costs for personal laundry, dry-cleaning and pressing of clothing while TDY (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
- 5. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
- 6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
- 7. transportation-related tips for handling *Government property at terminals and hotels*.

C. PCS Travelers. Employees are authorized the expenses listed in par. C4709-A for PCS travel. In addition to those expenses listed in par. C4709-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees or charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas, or changes in status.

C4710 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa fees, and communications services, etc.) reasonably incurred pursuant to travel orders prior to such orders being canceled, modified, or revoked are reimbursable to the same extent that such expenses would have been reimbursed if the travel had been completed provided a refund of such expense is not obtainable and the travel orders were canceled, modified or revoked for the benefit of the Government or because of conditions beyond the control of the employee.

C4711 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4553-A1a(3) for

meals and/or payment for lodging up to the maximums (see <http://www.dtic.mil/perdiem/>) when the traveler is required to purchase these items when not entitled to per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

***C4712 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging (including deposits for lease of rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the authorizing/order-issuing official. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The authorizing/order-issuing official should consider if the:

1. employee acted reasonably and prudently in incurring lodging expenses;
2. employee had a reasonable expectation of the TDY being completed as ordered or directed;
3. assignment was changed for official purposes or for other reasons beyond the employee's control that are acceptable; and
4. employee took steps to obtain a refund once the TDY was officially canceled, or curtailed.

C6602 TRANSPORTATION

*A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the authorizing/order-issuing official, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>. The authorizing/order-issuing official, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside the U.S. to the designated point and return to the PDS.

1. Travel to Other Locations. The order-issuing authority may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the U.S. In such cases, transportation at Government expense is authorized to the nearest CONUS port of entry. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.

3. Dental Patients. A patient is entitled to health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the authorizing/order-issuing official may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. travel to and from the designated point or elective destination,
- b. necessary delays before treatment and while awaiting return travel, and
- c. necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructive travel time to and from the designated point.

3. Hospital Stays. Per diem shall not be authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the order-issuing official specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations when because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The order-issuing official may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are entitled to per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for periods of travel, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The order-issuing official may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The order-issuing official may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

An employee may be eligible for separate maintenance allowance (SMA) if it can be assumed or established that an eligible dependent, while undergoing treatment away from the PDS, may be delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the U.S. is detained for medical clearance under section 262.3a, Department of State Standardized Regulations). SMA must not be paid on behalf of a dependent for any period during which that dependent is hospitalized at Government expense, or for the same period as per diem is paid.

CHAPTER 7
DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

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CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

C7000 ENTITLEMENT

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's entitlement and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no entitlement to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under 21 years of age; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, March 28, 1969 and B-166208, April 1, 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see par. C4107. Dependent transportation allowances may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

*D. Expenses Allowable. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to employees. Those expenses listed in pars. C4709-A and C4709-C may be reimbursed.

E. Travel Orders. The travel order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

- a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost shall not exceed the travel costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government quarters at time of transfer to the OCONUS PDS and is required to vacate quarters before dependent travel to an OCONUS PDS is authorized. In this case, if travel to the OCONUS PDS is authorized subsequently, the cost of the two movements is limited as stated in this paragraph.
 - b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.
 2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
 - a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.
 - b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.
 3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.
 4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances shall not exceed the cost by usual mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.
- C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order shall not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

*E. Expenses Authorized. Commercial transportation cost not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations for employees in Chapter 2. The expenses listed in pars. C4709-A and C4709-C may be reimbursed.

F. Travel Orders. Authorization for dependents' travel must be included in the travel order issued for the employee, or may be included when orders are amended or supplemental orders are issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's transfer/initial appointment to the OCONUS area, or within 2 years after the renewal agreement execution. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that shipping restrictions/administrative embargoes make dependent travel impossible; for example the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command shall notify all affected employees in writing. The running of the 2-year time limit resumes upon the embargo removal date

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, shall not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area

3. Transfers Without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not entitled to return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructive cost of the unused allowance shall not be authorized. If an employee's dependent becomes 21 years old while the employee is assigned OCONUS, the employee is entitled to return travel

for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S. .

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability shall not exceed the travel cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination shall not exceed the constructive cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the

OCONUS PDS to the actual residence must be borne by the employee. Early return travel may be authorized when:

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
- b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).

2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1, item b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements

3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.

4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.

E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 2.

F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.

*G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C4709-A and C4709-C.

H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.

I. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C4202-B.

C7004 RENEWAL AGREEMENT TRAVEL

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit,

PART C: HHG SHIPMENT**SECTION 1: METHODS****C8200 GENERAL**

1. The official designated by the authorizing/order-issuing command must authorize/approve the HHG shipment method.
2. Cost comparisons must be completed prior to determining the method to be authorized.

C8205 COMMUTED RATE

- A. Applicability. *The commuted rate system is used only for HHG shipments between CONUS PDSs.*
- B. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the **employee** makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).
- C. Reimbursement Services. The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:
1. transportation,
 2. packing,
 3. unpacking,
 4. crating,
 5. drayage, and
 6. SIT.

NOTE: *The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.*

C8210 ACTUAL EXPENSE

- A. Government-Arranged Move. The **Government** contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:
1. the transportation authorization,
 2. that the HHG are shipped by a Government-arranged move, and
 3. that unauthorized charges are the employee's financial responsibility.
- B. Employee-Arranged Move. The employee makes arrangements for HHG shipment by any means (other than by shipping the HHG within a mobile home). Reimbursement is limited to **actual** expenses incurred by the employee, not to exceed the cost of a Government-arranged move.
- C. Split Shipment. The employee ships part of the HHG by Government-arranged move and part by employee-arranged move.

NOTE: *Employees who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces*

Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

C8215 LIMITATIONS

1. All HHG shipments for which the Government pays shall:
 - a. be only for HHG within the employee's authorized HHG weight allowance;
 - b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. be made on U.S. flag carriers, when reasonably available.
- *2. HHG may **not** be moved at Government expense when:
 - a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. the employee violates the agreement under which the HHG originally were transported,
 - c. the employee has no entitlement to transportation at Government expense, or
 - d. authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructive (cubic foot measurement) HHG shipment weight. When the actual or constructive weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

C8220 COST COMPARISON

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation.
2. If the estimated cost under one method exceeds the estimated cost under the other method by more than \$100, the more economical method must be authorized on the order.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. The chart below details considerations when determining a shipping method to authorize on an order.

CHAPTER 15

USE OF RELOCATION SERVICE COMPANIES

PART A: USE OF RELOCATION SERVICE COMPANIES

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PART B: PROPERTY MANAGEMENT (PM) SERVICES

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C15051	Payment for PM Services for Employees Transferred to a PDS in a Foreign Area <ul style="list-style-type: none">A. GeneralB. Duration of Payment for PM Services
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C15053	Payment for PM Services for Employees Authorized a TCS <ul style="list-style-type: none">A. GeneralB. Duration of Payment for PM ServicesC. Sale of Residence Incident to Temporary Official Station Becoming Permanent

PART C: HOME MARKETING INCENTIVE PAYMENTS

<u>Paragraph</u>	<u>Contents</u>
C15100	General A. Purpose B. Definitions C. Tax Consequences
C15101	Eligibility
C15102	Payment Conditions A. Employees B. DoD
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PART B: PROPERTY MANAGEMENT (PM) SERVICES***C15050 GENERAL**

A. When PM Services may be Authorized. A DoD component may grant use of PM services when it determines that the PCS is in the Government's interest. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS. Payment for PM services may be authorized when an employee:

1. transfers in the Government's interest to a PDS in a foreign area;
2. is assigned to a foreign PDS, is transferred back to a U.S. or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;
3. transfers within the United States (including to/from/between non-foreign areas) and is eligible to sell a residence at Government expense;
4. is authorized TCS (see par. C4111); or
5. signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In items 2 and 3 above, PM services are in lieu of the sale of the employee's residence at Government expense.

B. Obtaining PM Services. PM services are obtained under the DoD National Relocation Program contract (see <http://www.nab.usace.army.mil/whatwedo/realty2.htm>).

C. Definitions

1. PM Services. PM services help an employee manage a residence at the old PDS as a rental property. The services include:
 - a. obtaining a tenant;
 - b. negotiating the lease;
 - c. inspecting the property regularly;
 - d. managing repairs and maintenance;
 - e. enforcing lease terms;
 - f. collecting the rent;
 - g. paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
 - h. accounting for the transactions and providing periodic reports to the employee; and
 - i. similar services.
2. Foreign Area. See Appendix A.
3. Non-Foreign Area. See Appendix A.

4. United States. See Appendix A.

D. Income Tax Consequences of PM Services. An employee is taxed on the amount of property management service expenses the Government pays a relocation service company. The DoD component also must pay the employee a relocation income tax (RIT) allowance for the additional Federal, State and local income taxes incurred on property management service expenses it pays to the relocation company for service to the employee. The employee should be advised to consult with a tax advisor to determine the tax consequences of these payments and on maintaining the residence as a rental property.

E. Ineligible Employees. Employees ineligible for payment for PM services are:

1. new appointees;
2. employees assigned under the Government Employees Training Act (5 U.S.C. §4109); and
3. employees transferring entirely within a foreign area (except during a TCS (see par. C4111)). ***NOTE: Relocations entirely outside the U.S. (including non-foreign areas) do not affect previously authorized PM services as long as the employee continues to meet the requirements of par. C15051.***

C15051 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN A FOREIGN AREA

A. General. Components, through the Secretarial Process, may authorize payment for PM services on behalf of an employee when:

1. a transfer to a PDS in a foreign area is in the Government's interest;
2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C14000 or C15000 if transferred to or within the U.S.; and
3. the employee signs a service agreement.

NOTE: Payment for PM services may be authorized only on a residence at an employee's last U.S. PDS from which the employee transferred to a foreign area PDS.

B. Duration of Payment for PM Services. Payment for PM services may be made from the time an employee transfers to a PDS in a foreign area until one of the following occurs:

1. the employee transfers back to an official station in the U.S.;
2. the employee completes the tour of duty in a service agreement at the PDS and remains there, but does not sign a new service agreement (see ***NOTE***); or
3. the employee separates from Government service.

NOTE: To ensure that payment for PM services continues after completing a tour of duty in a service agreement, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

***C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.**

A. When PM Services may be Authorized. PM services may be authorized only for a residence at the old U.S. or non-foreign area PDS. The authorizing/order-issuing official may authorize PM services when an employee is transferred:

1. back to a different U.S. (including non-foreign area) PDS than the one from which the employee transferred to a foreign area PDS; or
2. within the U.S. (including non-foreign areas)

only if:

1. the employee's transfer is in the Government's interest;
2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C14000 or C15000;
3. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and
4. the employee has signed a service agreement incident to the transfer to the U.S. (or non-foreign area) PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When PM services under this paragraph are offered, the employee may elect to accept or decline such services in lieu of selling the residence at Government expense.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the U.S. (or non-foreign area) while the employee was assigned at a PDS in a foreign area if the employee elects to sell a U.S. (or non-foreign area) residence at Government expense when transferred from a foreign area PDS to a U.S. (or non-foreign area) PDS different than the one from which transferred to the foreign area PDS.

D. Residence Sale After Electing PM Services. An employee, who is offered and elects PM services under this paragraph, may later elect to sell the residence at Government expense within the applicable time limitation in Chapter 14. Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B1, no reimbursement is allowed for sale of the residence.

E. Payment Duration for PM Services. Payment for PM services under this paragraph must not exceed 2 years from the effective date of the employee's transfer. For transfers within the U.S., an extension of up to one year, under the conditions in par. C14000-B, may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

A. General. An employee authorized a TCS under par. C4111, is entitled to PM services for the residence at the previous official station when the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs:

1. the employee transfers back to the permanent official station;
2. the employee separates from the Government service;
3. the temporary official station becomes the PDS; or
4. the end of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home During Extended Business TDY. The AO may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

*The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

*b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on an installation only if the uniformed member is TDY to that installation. The member cannot be directed to use Government quarters during any fiscal year the member is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

*c. Civilian Employees - Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a US Installation. Availability/nonavailability documentation must be obtained per JTR, par. C1055-C. Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. ***A reduced per diem rate under JTR, par. C4550-C may be prescribed based on the Government quarters cost but must be authorized before the travel begins.***

*d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE:

a. ***The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.***

b. ***The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.***

e. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable

lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***Effective for TDY travel performed on or after 1 January 1999**

***NOTE 1:** *Applicable to civilian employees:*

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

**(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.*

B. Lodging Overnight Required - Schoolhouse Training Standards

*1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

*E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

- a. currency conversion; ***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary***); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - *j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
 - *k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;*** and
 - *l. expedited charge card delivery (***effective 1 May 2001***).
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling ***Government property at terminals and hotels***;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling ***any baggage*** at transportation terminals;
17. **CIVILIAN EMPLOYEES ONLY**:
 - (a) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)

18. **UNIFORMED MEMBERS ONLY:**

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

* (b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.; and

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***

F. **Reimbursement for Travel Expenses At the TDY Location**

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1 for more on reduced per diem.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes